

# DIOCESE OF HEXHAM AND NEWCASTLE

Registered Charity No. 1143450



## Guidelines For The Use Of St Augustine's Parish Centre

### Purpose

This guide for user groups/organisers has been produced with the interest of all Parish Centre users in mind to ensure the Parish Centre amenities are respected, kept secure, clean, tidy, in good condition and ready for the safe use of other fellow users at all times. It applies to long term, established users as well as to occasional users hiring the facility.

### Governance

The use of the Parish Centre is managed by the Parish Centre Committee on behalf of the Parish Priest and Parish Council, acting as agent of the Trustees of the Diocese of Hexham and Newcastle.

### Use of the Parish Centre

Use of the Parish Centre and its facilities is subject to observance of these guidelines and in the case of hirers, to further conditions incorporated in the hiring agreement.

Use of the Parish Centre should not conflict with the teachings and ethos of the Roman Catholic Church.

The Parish centre is a community facility and users are normally responsible for setting up before and clearing up after their events, within the agreed period of hire, leaving the facility in a good condition ready for other users. The general requirement is that the facilities should be left in a fit state for other users, in at least as good a condition as found. This implies sweeping / tidying of the hall and keeping the toilet areas litter free.

Please ensure rubbish is placed in the bins outside the building, or taken off site if the bin capacity is exceeded.

Individual user requirements which differ from this general approach may be agreed with suitable notice. Such requirements should be raised at the time of booking and will be referred to the Parish Centre Committee for guidance and approval if required.

Specific requirements will be incorporated in the hire agreement.

### Capacity and facilities

The Centre can comfortably accommodate 120 people (100 when tables are set out) at events using both the Main Hall and the Bar.

The Main Hall (excluding stage and bar area) measures 11 metres deep by 12 metres wide and is suitable for a wide variety of uses.

Tables and chairs, high chairs, kitchen facilities, and some audio visual equipment are available for use.

Bar facilities are available subject to prior agreement. Where users wish to supply and offer free alcoholic drinks to their guests, subject to approval at time of booking, a reasonable charge for corkage may be applied.

Table cloths may be made available to hire on request.

Individual requirements should be raised at the time of booking and will be referred to the Parish Centre Committee for guidance and approval if required.

### Viewing

If you wish to look around the premises, prior to making a booking or to plan your event, please make an appointment with the Parish Administrator who will be able to show you around during normal office hours.

### Insurance

The Trustees of the Diocese of Hexham and Newcastle are not responsible for insuring the hirer's use of the accommodation. The hirer should obtain insurance cover as appropriate.

### Supervision

There must always be a designated person, named on the hire agreement or in charge of other activity for all uses of Parish Centre.

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of the hire or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision.

### Safeguarding

The hirer or person in charge of the activity is responsible for putting in place any appropriate safeguarding measures.

## Safety Requirements

Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular:

- a) All persons in charge or on duty shall familiarise themselves with the procedure for evacuation of the premises and shall be familiar with fire equipment available.
- b) The hirer or person in charge of the activity should advise everyone in attendance of the fire exits and fire extinguisher positions.
- c) Obstructions (including tables and chairs) must not be placed in gangways or in front of exits. Fire Exits must always be kept clear and ready for use at all times.
- d) The emergency lighting supply is always turned on and illuminates all exit signs and routes.
- e) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- f) In the event of fire – activate the fire alarm, evacuate the building and contact the fire brigade the keyholder and the Parish Administrator.
- g) The Fire Assembly Point is in the garden area between the car park entrance and the Parish Centre building.
- h) Highly inflammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of any combustible nature shall be used without the consent of the Parish Centre Committee.
- i) No unauthorised heating appliances shall be used on the premises.
- j) The First Aid Boxes shall be readily available to all users of the premises. These are located in the fire alarm cupboard in the Main Foyer, the Main Hall Kitchen and the Youth Hall Kitchen. Information on any accidents or injury occurring on the premises must be recorded in the Accident Book located in the fire alarm cupboard in the Main Foyer and reported to the Parish Administrator.
- k) All electrical equipment brought into the building shall comply with the Electricity at Work Act regulations 1989. The Trustees of RC Diocese of Hexham and Newcastle disclaims all responsibility for all claims and costs arising in connection with any such equipment.
- l) Users should record any appliance or equipment defects; damage to property, decorations or furnishings etc.; hazards or unsafe situations in the Log Book located in the fire alarm cupboard in the Main Foyer. Issues requiring immediate attention should be reported to the Parish Administrator.
- m) Repairs must not be attempted – no matter how well intended, without prior consultation with the Parish Administrator.

## Security

- a) Do not leave the Parish Centre unattended during use.
- b) Do not leave the Parish Centre unlocked after use
- c) Close all windows and doors tightly when leaving.
- d) If you do not have keys to lock up, ensure you hand over to the next user or wait for the keyholder to arrive.

- e) If you do have keys to lock up, ensure all windows and doors are secured and set the burglar alarm.

### Care of Property

- a) Leave the Hall as you find it – clean up after use as necessary, especially if food and drink are involved. The keyholder will advise you of the location of cleaning equipment, materials and special requirements, e.g. floor cleaner.
- b) Reposition any furniture you move. Please LIFT tables/chairs and other objects to avoid damage to the floor, carpets etc. DO NOT DRAG them into position.
- c) Adhere to manual handling guidelines when using tables and chairs – observe the notices displayed. Each table must be set up, moved and put away by two people. Chairs must not be stacked more than 10 high and stacks of chairs must be moved using the trolley provided.
- d) If you need assistance with any manual handling of Parish Centre equipment, please advise at the time of booking.
- e) Take all reasonable steps to avoid damage to floors, carpets, decorations, fabric and furnishings etc.
- f) Use notice boards wherever possible to display posters, notices etc. DO NOT stick notices to doors or walls.
- g) The hirer is responsible for any damage to premises or equipment and may be required to contribute to the cost of any repairs.

### Catering

The Trustees of the Diocese of Hexham and Newcastle accepts no responsibility for any food or drink brought in to the Parish Centre. Any food must be removed at the end of the booked session.

### Smoking

Smoking is prohibited. Please insist that this is strictly adhered to – it is a legal requirement. The use of electronic cigarettes (e-cigs) is not allowed inside the building.

### Intoxicating Liquor

No intoxicating liquor is permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the Parish Centre Committee, whose consent must also be obtained prior to seeking any occasional Licences or permission for any sale of alcohol. Bar facilities are available for functions via St Augustine's Parish Club Limited.

### Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the persons or organisations responsible

for functions held in the Parish Centre shall ensure that the requirements of the relevant legislation are strictly observed.

### Stage Plays

It is the responsibility of the hirer or user to ensure all appropriate licences have been obtained. The Parish Centre Committee reserves the right to inspect any licence required.

### Recorded Media and Live Music

It is the responsibility of any independent user group, which uses recorded media or live music in its activities to check if a copyright licence is required and if so, to obtain one.

### Storage

The permission of the Parish Centre Committee must be obtained before goods or equipment are left or stored in the Parish Centre.

### Loss of Property

The Trustees of the Diocese of Hexham and Newcastle accepts no responsibility for damage to or the loss or theft of Parish Centre users' property and effects.

### Car Parking

Cars shall not be parked so as to cause an obstruction on the main road or in the car park. When arriving at the centre or departing please avoid undue noise. Please respect the speed limits, one way system and parking designations.

### Nuisance

- a) Litter shall not be left in or about the Parish Centre premises.
- b) With the exception of guide dogs for the blind and hearing dogs for the deaf, dogs shall not be permitted on the Parish Centre premises.
- c) Hirers and organisers of events in the Parish Centre are responsible for ensuring the noise level of their functions does not interfere with other Parish Centre users and neighbours.

### Cancellations

On rare occasions it may be necessary for the Committee to cancel a one off hire or a regular booking if the centre is required for Church use. In such circumstances the Church use takes precedence over any other booking. The Committee will make every effort to notify the hirer well in advance. The liability of Trustees of the Diocese of Hexham and Newcastle will be limited to the refund of any monies paid for that hiring.

Cancellation by the hirer is covered under the terms of the hire agreement.

Important contact numbers

Bookings

Tel: 07909 747145

email: [staugspc@gmail.com](mailto:staugspc@gmail.com)

Keyholder

Tel: 07530 430557

Parish administrator

Tel: 01325 266602

email: [info@staugutineschurch.org.uk](mailto:info@staugutineschurch.org.uk)

St Augustine's Parish Centre Committee  
November 2015.